

# ZONING PERMIT APPLICATION INSTRUCTIONS

An original of the following information must be submitted. This application **is not complete and will not be processed** until all of the required materials are submitted.

- a. **The FEE for this application shall be \$25.00.**
- b. **Application form** to be completed by applicant.
- c. **Plot Plan**
  - All existing and proposed buildings and structures and their dimensions, including pools, detached garages and sheds. Proposed additions or structures shall show distance to property lines (front, rear and side yards).
  - Size and dimensions of lot and existing proposed lot coverage.
  - The plot plan must be based on a survey prepared by a licensed Surveyor, Civil Engineer or Architect. However, for minor additions, renovations or Structures, the plot plan attached with the Zoning Permit Application, will be acceptable.
- d. **Scaled Floor Plans** whether new construction, alteration and/or addition.
- e. **Elevation Drawings** showing building height based on the vertical distance of a building measured from the average elevation of the finished grade adjacent to the to the exterior wall of the building to the highest point of the roof, including any parapet, in case of a flat roof To the top of the lower slope of a mansard roof and the average height between eaves and the ridge of a gable, hip or gambrel roof or other roof types. When the finished ground level slopes away from an exterior wall, the distance will be calculated bases on the lowest points within the area between the building and the lot line or, when the lot line is more than ten feet from the building, between the building and a point ten feet from the building. (May be submitted as part of the Building Permit Application)

If **Variances** were granted for the property, buildings and/or additions, submit a copy of the recorded variance with the Town Clerks stamp.

**FEE: \$25.00**

**TOWN OF VERNON  
ZONING PERMIT**

**ZP #** \_\_\_\_\_

This permit is hereby applied for in accordance with the requirements of the Vernon Zoning Regulations and other land use regulations as applicable, per plans attached.

PROPERTY ADDRESS \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE # \_\_\_\_\_

PROPERTY OWNER ADDRESS \_\_\_\_\_

Type of Permit   ☐ New Construction   ☐ Swimming Pool   ☐ Change of Use   ☐ Addition  
                         ☐ Sign   ☐ Excavation/fill   ☐ Accessory Building/Structure   ☐ Other

Description of activity for which permit is sought:

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Property Use:   ☐ Single Family   ☐ Commercial/Business   ☐ Mixed Uses   ☐ Non-Profit  
                         ☐ Multi Family   ☐ Industrial/Mfg.   ☐ 2-3 family   ☐ Other

Utilities:   ☐ Public Water/Sewer   ☐ Well   ☐ Septic

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This zoning permit is based on the plot plan and information submitted by applicant. This permit is subject to all conditions (if any) of approval, attached by any board/commission and/or department of jurisdiction. Falsification by omission or misrepresentation, or failure to comply with the conditions of approval or record, shall constitute a violation of the Vernon Zoning Regulations. Applicant certifies that property owner approves this application.

Applicant SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE# \_\_\_\_\_

EMAIL \_\_\_\_\_

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APPLICANT – DO NOT WRITE BELOW THIS LINE

Restrictions/Conditions:

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Prior Approval(s):   ☐ Site plan   ☐ Special Permit   ☐ Re-subdivision   ☐ Subdivision   ☐ Flood Plain

☐ Substantial Improvement   ☐ Wetlands   ☐ Flood Hazard Area   ☐ Zone Change   ☐ Other \_\_\_\_\_

ZBA Variance(s) \_\_\_\_\_ Granted on: \_\_\_\_\_

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Permit Issuer \_\_\_\_\_ Fee \_\_\_\_\_

☐ ZEO \_\_\_\_\_ Title \_\_\_\_\_ Date Paid \_\_\_\_\_

☐ Dir. of \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_  
Planning